



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER - 06

OPEN TO: All Qualified Candidates

POSITION: Surveillance Detection Guard, FSN – 4; FP- AA
Depending on qualifications and experience,
incumbent may be hired at a trainee grade.

OPENING DATE: January 30, 2006

CLOSING DATE: February 12, 2006 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of Surveillance Detection Guard (SDG) for its Regional Security Office.

BASIC FUNCTION: The incumbent is responsible for maintaining surveillance of U.S. Govt. facilities and frequently traveled routes. H/She will work under the supervision of SDG Supervisor, SDG Coordinator and Assistant Regional Security Officer (ARSO).



MAJOR DUTIES AND RESPONSIBILITIES:

- + Conducts surveillance detection. Maintains liaison with Dhaka Metropolitan Police (DMP) Special Branch (SB) to carry out assigned duties.
- + Maintain surveillance detection of USG facilities. Works on a rotational duty schedule - Sunday through Saturday. May be required to work overtime, holidays and weekends on short notice.
- + Identify and develop information on suspicious activity/possible surveillance of USG facilities, residences and officials. Engage in close observation to identify and register surveillance operations on USG facilities, employees, family members, and residences.
- + Initiate emergency responses to possible hostile actions. Challenges suspicious individuals and resolves suspicions. Prepares & submits detailed reports of all suspicious activity. Maintain surveillance records and/or performs data entry.
- + Maintain comprehensive logs of observations, photos and videos to develop a database. Assists in detecting theft of U.S. Government property. Also assists in investigations involving residential security matters.

QUALIFICATIONS REQUIRED:

1. **Education:** Successful completion of Secondary School Certificate (SSC) is a minimum qualification. Higher Secondary degree is desired.
2. **Language Proficiency:** Level III (Good working knowledge) spoken and written in English & fluency in Bangla. English language proficiency will be tested at the time of selection.
3. **Prior Work Experience:** 1-2 years of surveillance or related experience is required. Previous military, police or security experience in a position, which involved observation/surveillance detection skills and techniques, is desirable.
4. **Knowledge:** Must be familiar with procedures for conducting and reporting surveillance and capable of discerning normal traffic patterns and pedestrian behavior and choke points of embassy facilities access and travel routes. Working knowledge and understanding of BDG police and security procedures.



5. Skills and Abilities:

- ✚ Ability to type 20 words per minute. Good computer skills including knowledge of applications such as MS Word, MS Excel, Power Point, Access etc.
- ✚ A valid BDG driver's license is preferred.
- ✚ Experience in the use of Surveillance Detection equipment is preferred.
- ✚ Must be able to work independently and adapt to changing circumstances without requesting guidance. Must have strong organizational and observational skills.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.



TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at Gate-1 (Reception booth) and in the Human Resources Office, Ext. 2521. A copy is also attached hereto for your convenience.



Application Form.doc

2. Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.



OF-612.doc

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application form with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

**Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212**



POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2521

Fax # 9887825

DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of A U.S. citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: RSO: FMO: MGT/C